

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Library Services Director	Job Family:
General Classification: Management	Job Grade:

Definition: To assure provision of adequate library services for the information and enjoyment of the community by directing the City Library services.

Distinguishing Characteristics: This position serves as a department head. The Library facilities consist of the main Library building and one Bookmobile.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provides an appropriate collection of books, periodicals, pamphlets and nonprint materials by continually assessing community interests.
2. Gains public awareness of collection and library services through managing public relations efforts both with specific organizations such as schools and with the general public.
3. Assures fiscal soundness of the department through developing and administering department budget and analyzing expenses and soliciting gifts.
4. Assures a competent and motivated work force through managing the hiring, development, training and review of subordinates.
5. Establishes and promotes library programs and services to provide educational opportunities and increase the functional literacy of all community segments.
6. Plans, implements, oversees and evaluates all departmental objectives, policies and procedures.
7. Assigns Library personnel and facilities usage.
8. Coordinates provision of library services and materials with other libraries through exchange of information and participation in regional and State organizations and programs.
9. Recommends and justifies Library capital improvement requests.
10. Informs and assists the Library Board of Trustees.

Minimum Qualifications:

Knowledge of: Philosophies, techniques and procedures of managing a community library program; City Library programs and procedures; City governmental organizational ideas and maintenance of facilities and equipment; knowledge of the political process and library legislation on the local, regional, State and national levels.

Ability to: Assess community library needs, develop and recommend programs and services; develop and manage a City department; select, develop and motivate departmental staff; coordinate library programs and policies with patrons, trustees, Council, management and the community; communicate effectively both orally and in writing; plan and prepare the departmental budget.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a master's degree in library science and five years of professional library experience, two of which have been in a supervisory capacity.

Established February 1980

Revised

CLASS SPECS

CS205-M^